

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT : Use of Professional Aptitude Tests and
Review of Applicant Folders.


1. We find the Professional Aptitude Test Battery to be a valid tool for preliminary predictions of job performance. However, there is evidence to suggest misuse and misinterpretation of tests on the part of hiring officials.

2. We therefore recommend that the Director of Central Intelligence instruct managers, in conjunction with the Psychological Services Staff, to develop guidelines at the component level for the use of psychological testing in hiring, placement and career development of CIA employees to ensure that such tests be used as tools for placement in the Agency rather than as tools for acceptance into the Agency.

3. We further recommend that consideration be given to including in those guidelines a desire to invoke psychological testing interpretations after the decision to hire, thereby making hiring subject to PATB test interpretation just as it is subject to the security investigation and the medical examination.

4. Also pertinent to the hiring process treated above is the use of the routing slip, Form 610. We recommend that Form 610 accompanying each applicant's folder with reviewers comments be limited to one per reviewing component, and removed and replaced prior to each succeeding review. We find that the subjective opinion of one component tends to unduly influence the judgment of other components, and we feel that this should be an independent process.

STATINTL


Chairman, EEO Advisory Panel

APPROVED:

William E. Colby

Date

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